



CITY OF HOUSTON

Job Posting

BJW	
1	Applications accepted from: ALL PERSONS INTERESTED
2	Job Classification RECREATION SPECIALIST (2 Positions)
3	Posting Number PN# 109501
4	Department PARKS AND RECREATION
5	Division RECREATION & WELLNESS
6	Section FACILITIES AND PROGRAMS
7	Reporting Location VARIOUS*
8	Workdays & Hours M-F, HOURS VARIOUS* <div>*Subject to change</div>
9	DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS This individual will coordinate and assist with registration procedures for all recreation and sport programs. Supervise and monitor all recreation and sport programs on a daily basis. Maintain a daily log on all maintenance needed at each playing site. Communicate verbally and in writing with various groups and/or organization concerning recreation and sports programming. Perform computer tasks related to the input of league data, e-mail lists, team standings, schedule and marketing literature. Prepare and submit weekly, monthly activity and attendance reports. Perform other duties and requested. Must be able to work flexible hours including weekends and holidays as needed.
10	WORKING CONDITIONS This position will routinely require lifting of moderately heavy items up to 40 pounds and/or very long periods of walking on rough surfaces on a routine basis.
11	MINIMUM EDUCATIONAL REQUIREMENTS An Associate's degree in Physical Education, Art or a related field is required.
12	MINIMUM EXPERIENCE REQUIREMENTS Three (3) months of experience in recreation or education are required.
13	MINIMUM LICENSE REQUIREMENTS Must have a valid Texas Driver's License and comply with the City of Houston's policy on driving (AP 2-2).
14	PREFERENCES Preference will be given to applicants with bilingual (English/Spanish) skills and experience recreational After School Programs.
15	SELECTION/SKILLS TESTS REQUIRED NONE
16	SAFETY IMPACT POSITION <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	SALARY INFORMATION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: Salary Range - Pay Grade 12 \$789 - \$1,102 biweekly \$20,514 - \$28,652 Annually
18	OPENING DATE March 22, 2006 CLOSING DATE March 28, 2006
20	APPLICATION PROCEDURES Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 845-1056. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided <div>An equal opportunity employer</div>